

Capstone Roles and Responsibilities For Advisors, School Administration, Judging Committee, and Parents

Rhode Island Skills Commission

Explanation and Considerations for Use

This document was developed by the Rhode Island Skills Commission. It is one example of how the roles and responsibilities of exhibition advisors, the school and/or district, the judging committee, and the parents or guardians aiding the student in the completion of the exhibition might be delineated. Schools that are not members of the Rhode Island Skills Commission should not adopt this document in its entirety but can modify it to meet their needs.

This tool was created and/or compiled by The Rhode Island Department of Education and The Education Alliance at Brown University, with the generous support of the Bill & Melinda Gates Foundation.

<http://www.ride.ri.gov/highschoolreform/dslat/>
October, 2005



Capstone Roles and Responsibilities

For Advisors, School Administration, Judging Committee, and Parents

Advisors (and Capstone Teacher where applicable)

The Capstone Advisor is the guide for developing and executing the Capstone Project. As a coach, the advisor also acts as the student advocate and liaison when problems arise. The advisor must be a member of the school faculty. A student may also choose to work with a mentor from the community.

Introduce the student to the design of a Capstone Project.

Help student identify a core question.

Help student identify the appropriate content standards.

Assist the student in developing an accepted proposal that addresses the required applied learning, grade span expectations, and content standards. Review and agree to any changes after the original proposal is accepted.

Monitor the process of completing the project.

Review the student's Capstone portfolio for proper documentation.

Assist student in identifying appropriate expert(s) to assist with his/her project.

Review and revise the project timeline with the student, establish a reporting schedule for the student to report on progress to the advisor.

Make certain the student is familiar with the appropriate applied learning standards and all rubrics that will guide the student during the project.

Monitor the student's progress in content research.

Review the final product and the reflective narrative before the Capstone presentation. Identify changes that must be made before the student can present.

Attest that the student's content is sufficient to meet standard.

Assist the student in determining the appropriate items to be included in the final presentation folder.

Attend and take part in evaluation of student's final presentation.

Provide feedback to student on final presentation of Capstone Product.

SAMPLE CAPSTONE ADVISOR TIMELINE

Every week you should check the following:

- Annotated sources
- Journals (this will give you a good idea of what student is doing, how he/she is progressing)
- Set short and long-term goals, add to and edit timelines, and verify that the student is going in the right direction.

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Stage One

- Discuss, review, and sign proposal
- Examine 3 final rubrics and use these to guide student work
- Identify content standards
- Create a plan for research

Stage Two

- Identify sources of evidence and check validity
- Select most important evidence and place into context
- Discuss challenges and roadblocks (What's missing? Will this information help me produce my product? What needs to be improved, changed, redone, redefined, etc?)
- Reexamine rubrics and use as a guide for the next phase

Stage Three

- Product and multi-media presentation should be taking tangible shape
- Final research completed
- Begin to rehearse oral presentation
- Examine 3 final rubrics to improve product and presentation

Stage Four

- Complete product
- Sign off on Applied Learning and Content Rubrics at least one week prior to oral presentation
- Rehearse oral presentation
- Make sure that evidence is cited throughout the oral and multi-media presentations, as well as the final product.

School/District

The school and district must be committed to creating a support system that enables you to accomplish the Capstone Project. It is recommended that these roles be aided by a CIM Coordinator. Some specific roles and responsibilities include:

- ❑ Providing advisors with support, staff development, and leadership.
- ❑ Informing parents / guardians of the requirements of the Capstone Project.
- ❑ Providing students with time/permission/resources to conduct the work to complete the Capstone Project.
- ❑ Arranging a system to allow students, during school hours, to conduct off-campus research, internships, and activities.
- ❑ Compiling and keeping an up-to-date list of outside resources that can assist in supporting and mentoring students.

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- ❑ Managing the organization necessary for the Capstone presentations, including scheduling presentations, finding appropriate judges, and securing other resources (e.g., equipment, space, etc.).
- ❑ Providing training for members of the judging committee.
- ❑ Providing the judging committee with copies of the reflective narrative and final product prior to the presentation.
- ❑ Coordinating the scoring of the final project and presentation with the judging committee.
- ❑ Ensuring that the final evaluation of Capstone Project and presentation are properly entered into the student record.
- ❑ Maintaining proper record-keeping of CIM tasks.

Judging Committee

The judging committee provides feedback to you on your Capstone Project and presentation. The judging committee is comprised of the project advisor and other adults from both the faculty of the school and the community at large. Their specific roles and responsibilities include:

- ❑ Participating in training for judging Capstone final presentation.
- ❑ Attending the Capstone presentation.
- ❑ Reviewing the student's folder.
- ❑ Judging the quality of the presentation utilizing the presentation rubric.
- ❑ Submitting a score on the final presentation.

Parent, Guardian, Community Adult

The Capstone Project generally will require the active support of an adult(s) outside of school to assist you in managing logistics and acquiring resources. Specific roles and responsibilities include:

- ❑ Assisting you in making adequate progress on your Capstone Project.
- ❑ Whenever possible, attending the Capstone presentation.